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Approved For Release 1999/09/20 : CIA-RDP78-03568A001000030033-1


## Office Memorandum • UNITED STATES GOVERNMENT

TO : Classification and Wage Division  
ATTN :   
THRU :  PUD *mm*  
FROM : Personnel Officer, Administrative Staff, ORR

DATE: 1 June 1954

25X1A9a

SUBJECT: T/O Position Change

REF : Request for Personnel Action - Promotion  
Proposed date, 6 June 1954; incumbent - 

25X1A9a

1. This Office requests that the position of Secretary (Typing), slot No. F-1075 in the Far East Branch, Analysis Division, ORR, be changed to Secretary (Steno) at the same grade level. *check me*

2. The present incumbent is fully qualified as a stenographer, and it has been established that this type of service will be requested in the long-range planning of this Branch.

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St/A/RR/:vap

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## Distribution:

- O&1 - Addressee
- 1 - PUD
- 1 - St/A/RR ✓

#534  
6-18-54

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